

No. 37-33/2009-SPB-I  
Ministry of Communications  
Department of Posts  
SPB-I-Section

Dak Bhawan, Sansad Marg,  
New Delhi – 110001

Dated 13.12.2017

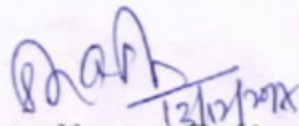
CIRCULAR

The Competent Authority has reviewed the existing Recruitment Rules of following posts:-

- i. Multi Tasking Staff,
- ii. Postman
- iii. Mail Guard
- iv. Postal Assistant/Sorting Assistant

2. Draft Notification of proposed Recruitment Rules for the above mentioned posts are hereby published on the website of Department of Posts for 30 days for comments of stakeholders. All stakeholders may consider giving suggestions on the proposed revised Recruitment Rules which may be sent on the address, Assistant Director General (SPN), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi – 110001. Comments received after expiry of 30 days shall not be entertained unless otherwise decided by Secretary (Posts).

Enclosure: As above.

  
(Satya Narayana Dash)  
Assistant Director General (SPN)

Copy to:-

1. Director (CEPT), with a request to upload the above circular on Department of Posts' Website for a period of 30 days.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3,  
SUB SECTION (i)]  
GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
(DEPARTMENT OF POSTS)

NOTIFICATION

New Delhi, Dated the \_\_\_\_\_, 2017.

G.S.R.\_\_\_\_(E). – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

1. **Short title and Commencement.** — (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2017.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification and Level in the Pay Matrix** — The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualification.** — No person,-
  - (a) Who has entered into or contracted a marriage with a person having a spouse living; or
  - (b) Who, having spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:  
Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
5. **Requirement to serve in the Army Postal Service.** — Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to Relax.** — Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.** — Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen, the Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

### PART – I – Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510* (2017) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18-25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.</p> <p>Note :1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p> <p>(ii) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications / last date by which the Employment Exchange is asked to submit the names.</p> <p>(iii) The age limit for appointment of Gramin Dak Sevak shall be 50 years, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union Territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of</p>	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.

(Relaxable for those belonging to Scheduled Castes and Scheduled Tribes upto five years and for those belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)	Casual Labourer.		
(iv) Not applicable in case of Casual Labourers.			

<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.</b>	<b>In case of recruitment by promotion/deputation or absorption, grades from which promotion/deputation or absorption to be made.</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</b>
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;-</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1<sup>st</sup> September, 1993 working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which;-</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1<sup>st</sup> September, 1993, on the basis of seniority-cum-fitness failing which;-</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p>	Not applicable	<p>Departmental Promotion Committee (for considering confirmation) consisting of –</p> <p>(i) Assistant Postmaster General or a Senior/Junior Time Scale Officer / Junior Time Scale Officer - Chairperson</p> <p>(ii) A Group ‘A’ or Group ‘B’ (Gazetted) Postal/Railway Mail Service Officer – Member.</p> <p>(iii) A Group ‘B’ (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office - Member.</p>	Not applicable

<p>Note:</p> <p>(i) The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>(ii) *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>			
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**PART II – Posts of Subordinate Office**

<b>Name of post</b>	<b>Number of posts</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether selection post or non-selection post</b>
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	37240* (2017) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non- Ministerial	Level-1 in the Pay Matrix	Not applicable

<b>Age limit for direct recruits</b>	<b>Educational and other qualifications required for direct recruits</b>
(6)	(7)
<p>(i) Between 18-25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangti Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p> <p>(ii) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which Employment Exchange is asked to submit the names.</p> <p>(iii) The age limit for appointment of Gramin Dak Sevak shall be 50 years , as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time (Relaxable for those belonging to Scheduled Castes and Scheduled Tribes upto five years and for those belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p>(iv) Not applicable in case of Casual Labourers.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union Territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the</b>

		<b>vacancies to be filled by various methods.</b>
(8)	(9)	(10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;-</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;-</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;-</p>



		<p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before 1st September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before 1<sup>st</sup> September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;-</p> <p>Note:-</p> <p>(i) The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>(ii) *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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<b>In case of recruitment by promotion/deputation or absorption, grades from which promotion/deputation or absorption to be made.</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</b>
(11)	(12)	(13)
Not applicable	Departmental Promotion Committee (for considering confirmation) consisting of :-  (i) Assistant Postmaster General or a Senior/ Junior Time Scale Officer- Chairperson.  (ii) A group 'A' or Group 'B' (Gazetted) Postal / Railway Mail Service Officer – Member.	Not applicable

	(iii) A group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office- Member.	
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[F.No. 37-33/2009-SPB-I]

(G. Rajeev)  
Director (SPN)

To,

The Manager,  
Government of India Press,  
Ring Road, Mayapuri, New Delhi

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
(DEPARTMENT OF POSTS)

NOTIFICATION

New Delhi, Dated the ..... 2017.

G.S.R. .... — In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 in so far as they relate to Postman except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Postman in the Department of Posts, Ministry of Communications, namely:-

1. **Short title and Commencement.**— (1) These rules may be called the Department of Posts (Postman) Recruitment Rules, 2017.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of Posts, classification and level in the Pay Matrix.**— The number of posts, its classification and level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age-limit, qualifications etc.**— The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the Schedule.
4. **Disqualification.**— No person,—
  - (a) Who, has entered into or contracted a marriage with a person having a spouse living; or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Recruitment to serve in the Army Postal Service.**— Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.

6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Savings.**— Nothing in these rules shall affect reservations relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

### SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Postman	45899* (2017) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-3 in the Pay Matrix	Non-selection

Age-limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fourty five years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union Territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p> <p>(iv) Candidates should have a valid license of two-wheeler or light motor vehicle. Persons with Disability may be exempted from the possession of license.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Postal Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 25% by promotion from Multi Tasking Staff of the recruiting Postal Division on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) (a) 50% by Direct Recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of the recruiting Postal Division, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By Direct Recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By Direct Recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Railway Mail Service Divisions of the Circle, who have</p>	<p>(i) Multi Tasking Staff in Level-1 of the Pay Matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <p>1. Divisional Head — <b>Chairperson</b></p> <p>2. Two Group 'B' (Gazetted) Officer — <b>Members</b></p>	<p>Not applicable</p>

<p>worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>Note:-</p> <p>1: The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p> <p>2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.</p>			
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[F. No. 44-14/2009-SPB-I]

(G. Rajeev)  
Director (SPN)  
Department of Posts

To

The Manager  
Government of India Press  
Ring Road, Mayapuri,  
New Delhi - 110064

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
(DEPARTMENT OF POSTS)

NOTIFICATION

New Delhi, Dated the ..... 2017.

G.S.R ..... — In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 in so far as they relate to Mail Guard except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Mail Guard in the Department of Posts, Ministry of Communications, namely:-

1. **Short title and Commencement.**— (1) These rules may be called the Department of Posts (Mail Guard) Recruitment Rules, 2017.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of Posts, classification and level in the Pay Matrix.**— The number of posts, its classification and level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age-limit, qualifications etc.**— The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the Schedule.
4. **Disqualification.**— No person,—
  - (a) Who, has entered into or contracted a marriage with a person having a spouse living; or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Recruitment to serve in the Army Postal Service.**— Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.



6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
  
7. **Savings.**— Nothing in these rules shall affect reservations relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Mail Guard	1870* (2017) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-3 in the Pay Matrix	Non-selection

Age-limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be forty five years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied the local language at least upto 10<sup>th</sup> standard. The local language of a State or Union Territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If Departmental Promotion Committee exists, its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Railway Mail Service Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 50% by promotion from Multi Tasking Staff of the recruiting Railway Mail Service Division, on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) (a) 25% by Direct Recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of the recruiting Railway Mail Service Division, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By Direct Recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By Direct Recruitment on the basis of</p>	<p>(i) Multi Tasking Staff in Level-1 of the Pay Matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <p>1. Divisional Head — <b>Chairperson</b></p> <p>2. Two Group 'B' (Gazetted) Officer — <b>Members</b></p>	<p>Not applicable</p>

<p>Competitive Examination limited to Gramin Dak Sevaks* of all Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By Direct Recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>Note:-</p> <p>1: The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p> <p>2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.</p>			
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[F. No. 44-14/2009-SPB-I]

(G. Rajeev)  
Director (SPN)  
Department of Posts

To

The Manager  
Government of India Press  
Ring Road, Mayapuri,  
New Delhi - 110064

(THE GAZETTE OF INDIA: EXTRAORDINARY)  
(TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (i)  
GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
(DEPARTMENT OF POSTS)

New Delhi, the \_\_\_\_\_ December 2017

NOTIFICATION

G.S.R (E) -- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postal Assistant and Sorting Assistant Group 'C' Non-Gazetted) Recruitment Rules, 2015 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Postal Assistant and Sorting Assistant in the Department of Posts, Ministry of Communications, namely :-

**1. Short title and Commencement –**

- (1) These rules may be called the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules, 2017.
- (2) They shall come into force on the date of their publication in the official Gazette.

**2. Number of posts, their classification and level in the Pay Matrix -** The number of posts, their classification and level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit, qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification** - No person, -  
(a) who, has entered into or contracted a marriage with a person having a spouse living ;  
or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve in the Army Postal Service** - Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to Relax** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Saving**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-Serviceman, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-Selection post
(1)	(2)	(3)	(4)	(5)
1. Postal Assistant (in Post Office, Circle Office/ Regional Office and Savings Bank Control and Internal Check Organisation)	(--)* (2017)  * Subject to variation dependent on workload  Note: - The above posts are distributed among 23 Postal Circles, namely Andhra Pradesh, Assam, Bihar, Chhattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, North East, Odisha, Punjab, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh, Uttarakhand, West Bengal.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 4 in the Pay Matrix	Not Applicable

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other	(i) Bachelor's Degree from a recognized	No	For Direct Recruits:

<p>Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be thirty five years as on the 01<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per guidelines issued by the Government of India from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>	<p>University.</p> <p>(ii) Knowledge of local language of the concerned State or Union Territory. The candidate should have studied the local language at least upto 10th standard. The local language of a State or Union Territory shall be as published by the Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>		<p>Two years and successful completion of the mandatory training prescribed by the Department of Posts.</p>
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<p>Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, its composition.</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p>
<p>(10)</p>	<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>(i) (a) 50% by promotion from Postman / Mail Guard / Despatch Rider / Multi Tasking Staff of the recruiting Division, through a Limited Departmental</p>	<p>Promotion through Limited Departmental Competitive</p>	<p>Departmental Promotion Committee (for considering</p>	<p>Consultation with Union Public Service</p>



<p>Competitive Examination, failing which;</p> <p>(b) By promotion from Postman / Mail Guard / Despatch Rider / MTS of all other Divisions of the Circle, through a Limited Departmental Competitive Examination, failing which;</p> <p>(c) By direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the recruiting Division who have worked regularly for five years in that capacity as on 01<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) 50% by direct recruitment from open market as per the scheme approved by the Department of Posts from time to time.</p> <p>Note:</p> <p>1. Departmental examinations for regular employees and for Gramin Dak Sevaks shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.</p> <p>2. *Gramin Dak Sevaks are holder of Civil Posts but they are outside the regular Civil Service due to which their appointment will be by direct recruitment.</p>	<p>Examination:</p> <p>1.Postman/Mail Guard, in Level 3 of the Pay Matrix with three years of regular service in the Grade.</p> <p>2.Despatch Rider in Level 2 of the Pay Matrix with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p> <p>3.Multi Tasking Staff, in Level 1 of the Pay Matrix with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p>	<p>confirmation)</p> <p>1. Director of Postal Services — Chairman</p> <p>2. Senior Superintendent of Post Offices/Superintendent of Post Offices —Two Members</p>	<p>Commission not necessary.</p>
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Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-Selection post
(1)	(2)	(3)	(4)	(5)
2. Sorting Assistant (in Railway Mail Services and Foreign Post Organisations in Delhi, Kolkata, Mumbai and Chennai)	(--)* (2017)  * Subject to variation dependent on workload  Note: - The above posts are distributed among 23 Postal Circles, namely Andhra Pradesh, Assam, Bihar, Chhattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, North East, Odisha, Punjab, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh, Uttarakhand, West Bengal.	General Central Service, Group 'C', Non-Gazetted, Non- Ministerial	Level 4 in the Pay Matrix	Not Applicable

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).	(i) Bachelor's Degree from a recognized University.  (ii) Knowledge of local language of the	No	For Direct Recruits:  Two years and successful completion of the mandatory training prescribed by the Department of Posts.

<p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be thirty five years as on the 01<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per guidelines issued by the Government of India from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>	<p>concerned State or Union Territory. The candidate should have studied the local language at least upto 10th standard. The local language of a State or Union Territory shall be as published by the Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>		
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Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) (a) 50% by promotion from Postman / Mail Guard / Despatch Rider / Multi Tasking Staff of the recruiting Division, through a Limited Departmental Competitive Examination, failing which;</p> <p>(b) By promotion from Postman / Mail Guard / Despatch Rider / Multi Tasking Staff of all other Divisions of the Circle,</p>	<p>Promotion through Limited Departmental Competitive Examination:</p> <p>1. Postman/Mail Guard, in Level 3 of the Pay Matrix</p>	<p>Departmental Promotion Committee (for considering confirmation)</p> <p>1. Director of Postal Services —Chairman</p>	<p>Consultation with Union Public Service Commission not necessary.</p>

<p>through a Limited Departmental Competitive Examination, failing which;</p> <p>(c) By direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the recruiting Division who have worked regularly for five years in that capacity as on 01<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) 50% by direct recruitment from open market as per the scheme approved by the Department of Posts from time to time.</p> <p>Note:</p> <p>1. Departmental examinations for regular employees and for Gramin Dak Sevaks shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.</p> <p>2. *Gramin Dak Sevaks are holder of Civil Posts but they are outside the regular Civil Service due to which their appointment will be by direct recruitment.</p>	<p>with three years of regular service in the Grade.</p> <p>2.Despatch Rider in Level 2 of the Pay Matrix with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p> <p>3.Multi Tasking Staff, in Level 1 of the Pay Matrix with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p>	<p>2. Senior Superintendent of Post Offices/Superintendent of Post Offices — Two Members</p>	
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